

### **Section “A” Procedure for Submission and Approval of Consent/Stipulated Orders:**

When the parties have resolved, through a stipulation, a Motion or other issue pending before the court, the parties shall:

1) Prepare the resolution in the form of a Stipulation Resolving \_\_\_\_\_ (describe Motion Stipulation resolves).

2) The Stipulation should contain all terms necessary to resolve the dispute and must be signed by the affected parties. The Stipulation will contain the terms of the Stipulated Order, but may not be in the form of an Order. The Stipulation must provide for at least 10 days written notice of any default to Debtor and Debtor’s Counsel. Stipulations containing less than 10 days notice must be set for hearing.

3) File the Stipulation into the record via ECF, and link the same to the pending Motion.

4) Submit a proposed Order approving the conditions of the Stipulation to

[SectionAOrders@laeb.uscourts.gov](mailto:SectionAOrders@laeb.uscourts.gov)

5) The proposed Order should contain all terms delineated in the filed Stipulation.

6) The United States Bankruptcy Court, Eastern District of Louisiana web page contains the preferred format for the proposed Order.